

Chief Human Services Business Officer
1131-50400-80930

10 ARRA CDC State State-level Component II - Physical Activity

This position is under the Division of Community, Family Health & Equity, Executive Office, Operations Section.

Job Description: The Chief Human Services Business Officer will assist the Operations Administrator in the responsibility and accountability for the proper receipt and disbursement of division funds and to insure that these funds are used for the purposes for which they are allotted.

Duties include:

- To participate in a team approach to promoting accountability and efficiency in operations,
- To assist in the preparation of division budget requests and to assist in maintaining a budgetary control over division funds,
- To be aware of federal regulations and guidelines pertaining to federal funds through the state's procurement system,
- To assist in the preparation of various weekly, monthly, quarterly, and annual reports and financial statements required for the operations of the division and for the various state government entities,
- As required, plan, organize, supervise and direct the work of staff engaged in administrative operations,
- Other duties as assigned.

Skills: Strong communication skills, including written and verbal; proficiency using Microsoft Office products; attention to detail; ability to work with a team and independently; initiative to complete projects and meet deadlines; and rapport to work collaboratively with division and department staff.